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Gary R. Peterson
Vice President
Catawba Nuclear Station

January 16, 2002

U.S. Nuclear Regulatory Commission
Attention: Document Control Desk
Washington, DC 20555-0001

Subject: Duke Energy Corporation
Catawba Nuclear Station Units 1 and 2
Docket Nos. 50-413 and 50-414
Emergency Plan Implementing Procedures

Please find enclosed for NRC Staff use and review the following Emergency Plan Implementing Procedure:

SR/0/B/2000/004, Notification to States and Counties from the Emergency Operations Facility (Rev. 004)

This revision is being submitted in accordance with 10CFR 50.54(q) and does not decrease the effectiveness of the Emergency Plan Implementing Procedures or the Emergency Plan.

By copy of this letter, two copies of the above documents are being provided to the NRC, Region II.

If there are any questions, please call Tom Beadle at 803-831-4027.

Very truly yours,

Gary R. Peterson

Gary R. Peterson

Attachments

A045

xc (w/attachments):

L. A. Reyes
U.S. Nuclear Regulatory Commission
Regional Administrator, Region II
Atlanta Federal Center
61 Forsyth St., SW, Suite 23T85
Atlanta, GA 30303

(w/o attachments):

C. P. Patel
NRC Senior Project Manager (CNS)
U.S. Nuclear Regulatory Commission
Mail Stop O-8 H12
Washington, DC 20555-0001

D. J. Roberts
Senior Resident Inspector (CNS)
U.S. Nuclear Regulatory Commission
Catawba Nuclear Site

DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/001	Classification of Emergency (Rev. 014)
RP/0/A/5000/002	Notification of Unusual Event (Rev. 035)
RP/0/A/5000/003	Alert (Rev. 037)
RP/0/A/5000/004	Site Area Emergency (Rev. 039)
RP/0/A/5000/005	General Emergency (Rev. 039)
RP/0/A/5000/06	Deleted
RP/0/A/5000/006 A	Notifications to States and Counties from the Control Room (Rev. 013)
RP/0/A/5000/006 B	Notifications to States and Counties from the Technical Support Center (Rev. 013)
RP/0/A/5000/006 C	Deleted
RP/0/A/5000/007	Natural Disaster and Earthquake (Rev. 021)
RP/0/A/5000/08	Deleted
RP/0/B/5000/008	Spill Response (Rev. 019)
RP/0/A/5000/009	Collision/Explosion (Rev. 006)
RP/0/A/5000/010	Conducting A Site Assembly or Preparing the Site for an Evacuation (Rev. 014)
RP/0/A/5000/11	Deleted
RP/0/B/5000/12	Deleted
RP/0/B/5000/013	NRC Notification Requirements (Rev. 028)
RP/0/B/5000/14	Deleted
RP/0/A/5000/015	Core Damage Assessment (Rev. 004)
RP/0/B/5000/016	Deleted
RP/0/B/5000/17	Deleted

DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME I

PROCEDURE	TITLE
RP/0/A/5000/018	Emergency Worker Dose Extension (1/15/96)
RP/0/B/5000/019	Deleted
RP/0/A/5000/020	Technical Support Center (TSC) Activation Procedure (Rev. 015)
RP/0/A/5000/021	Deleted
RP/0/B/5000/022	Evacuation Coordinator Procedure (Rev. 004)
RP/0/B/5000/023	Deleted
RP/0/A/5000/024	OSC Activation Procedure (Rev. 008)
RP/0/B/5000/025	Recovery and Reentry Procedure (Rev. 002)
RP/0/B/5000/026	Site Response to Security Events (Rev. 003)
RP/0/B/5000/028	Communications and Community Relations EnergyQuest Emergency Response Plan (Rev. 001)

DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE	TITLE
HP/0/B/1000/006	Emergency Equipment Functional Check and Inventory (Rev. 053)
HP/0/B/1009/001	Radiation Protection Recovery Plan (Rev. 008)
HP/0/B/1009/003	Radiation Protection Response Following a Primary to Secondary Leak (Rev. 008)
HP/0/B/1009/004	Environmental Monitoring for Emergency Conditions Within the Ten-Mile Radius of CNS (Rev. 028)
HP/0/B/1009/005	Personnel/Vehicle Monitoring for Emergency Conditions (Rev. 016)
HP/0/B/1009/006	Alternative Method for Determining Dose Rate Within the Reactor Building (Rev. 008)
HP/0/B/1009/007	In-Plant Particulate and Iodine Monitoring Under Accident Conditions (Rev. 018)
HP/0/B/1009/008	Contamination Control of Injured Individuals (Rev. 015)
HP/0/B/1009/009	Guidelines for Accident and Emergency Response (Rev. 038)
HP/0/B/1009/014	Radiation Protection Actions Following an Uncontrolled Release of Radioactive Material (Rev. 008)
HP/0/B/1009/016	Distribution of Potassium Iodide Tablets in the Event of a Radioiodine Release (Rev. 011)
HP/0/B/1009/017	Deleted
HP/1/B/1009/017	Post-Accident Containment Air Sampling System (Rev. 001)
HP/2/B/1009/017	Post-Accident Containment Air Sampling System (Rev. 000)
HP/0/B/1009/018	Deleted
HP/0/B/1009/019	Emergency Radio System Operation, Maintenance and Communication (Rev. 010)
HP/0/B/1009/024	Implementing Procedure for Estimating Food Chain Doses Under Post-Accident Conditions (Rev. 002)

DUKE POWER COMPANY
CATAWBA NUCLEAR STATION
EMERGENCY PLAN IMPLEMENTING PROCEDURES INDEX

VOLUME II

PROCEDURE	TITLE
HP/0/B/1009/025	Deleted
HP/0/B/1009/026	On-Shift Offsite Dose Projections (Rev. 003)
SH/0/B/2005/001	Emergency Response Offsite Dose Projections (Rev. 001)
SH/0/B/2005/002	Protocol for the Field Monitoring Coordinator During Emergency Conditions (Rev. 001)
OP/0/A/6200/021	Post Accident Liquid Sampling System II+ (Rev. 034)
SR/0/B/2000/001	Standard Procedure for Public Affairs Response to the Emergency Operations Facility (Rev. 003)
SR/0/B/2000/002	Standard Procedure for EOF Services (Rev. 002)
SR/0/B/2000/003	Activation of the Emergency Operations Facility (Rev. 008)
SR/0/B/2000/004	Notification to States and Counties from the Emergency Operations Facility (Rev. 004)

(R04-01)

Duke Power Company
PROCEDURE PROCESS RECORD
FOR STANDARD PROCEDURES

(1)ID No.: SR/0/B/2000/004
Revision No.: 004

PREPARATION

(2) Procedure Title Notification to State and Counties from the Emergency Operations Facility

(3) Prepared By _____ Date 12/11/01

(4)	Applicable To:	☐ ONS	☒ MNS	☒ CNS
(5)	Technical Advisor			
(6)	Requires NSD 228 Applicability Determination	☐ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
		YES = New procedure or reissue with major changes NO = Reissue with minor changes OR to incorporate previously approved changes		
(7)	Review (QR)	By_____ Date_____	By Alan L. Beaver Date 12/13/01	By GARY L Mitchell Date 12/12/01
	Cross-Disciplinary Review (QR)	By_____ NA ____ Date_____	By_____ NA ALB Date 12/13/01	By_____ NA GLM Date 12/12/01
	Reactivity Mgmt. Review (QR)	By_____ NA ____ Date_____	By_____ NA RLB Date 12/13/01	By_____ NA GLM Date 12/12/01
	Mgmt. Involvement Review (Ops. Supt.)	By_____ NA ____ Date_____	By_____ NA RLB Date 12/13/01	By_____ NA ____ Date_____
(8)	Additional Reviews	By_____ (QA) Date_____ By_____ Date_____	By_____ (QA) Date_____ By_____ Date_____	By_____ (QA) Date_____ By_____ Date_____
(9)	Approved	By_____ Date_____	By R. L. Murray Date 12-3-01	By Richard L Sumpter Date 12-12-01
(10)	Use Level			

PERFORMANCE (Compare with Control Copy every 14 calendar days while work is being performed.)

(11) Compared with Control Copy _____ Date _____
Compared with Control Copy _____ Date _____
Compared with Control Copy _____ Date _____

(12) Date(s) Performed _____
Work Order Number (WO#) _____

COMPLETION

(13) Procedure Completion Verification

☐ Yes ☐ NA Check lists or blanks properly initialed, signed, dated, or filled in NA, as appropriate?
☐ Yes ☐ NA Required enclosures attached?
☐ Yes ☐ NA Data sheets attached, completed, dated, and signed?
☐ Yes ☐ NA Charts, graphs, etc., attached and properly dated, identified, and marked?
☐ Yes ☐ NA Procedure requirements met?

Verified By _____ Date _____

(14) Procedure Completion Approved _____ Date _____

(15) Remarks (*attach additional pages, if necessary*)

Duke Power Company Catawba/McGuire Nuclear Station **Notification to States and Counties from the Emergency Operations Facility** **Reference Use**	Procedure No. SR/0/B/2000/004 Revision No. 004 Electronic Reference No. MP00715S

Notifications to States and Counties from the Emergency Operations Facility

1. Symptoms

1.1 An emergency has been declared and an Off-Site Agency notification is required.

NOTE: The first Emergency Offsite Agency Communicator to arrive should promptly perform the "Immediate Actions" regardless of which role they are assigned.

2. Immediate Actions

NOTE:

- Ensure Enclosure 4.9 (EOF Off-Site Agency Communicator Checklist) of procedure SR/0/B/2000/003 is completed.
- Steps of this procedure may be performed out of sequence at the discretion of the communicator. Sign off lines are for place keeping and are not required to be initialed. The notification form will serve as the official documentation for the notification to off site agencies.
- Changes in Protective Actions Recommendations shall be transmitted within 15 minutes.
- Changes in Protective Actions Recommendations and termination Notifications shall be transmitted verbally.

_____ 2.1 EOF Off-Site Communicators shall proceed directly to the Emergency Operations Facility.

_____ 2.2 Circle which Site has declared the Emergency: i.e. **McGuire or Catawba**

2.3 Acquire information on the communication status described below from the TSC.

_____ 2.3.1 Emergency Classification (Circle One) (NOUE, Alert, Site Area Emergency, General Emergency).

_____ 2.3.2 Emergency Declared at _____hrs.

_____ 2.3.3 Last Message #_____ transmitted out at _____ (time).

_____ 2.3.4 Next Message Due at _____ (time)

_____ 2.3.5 Compare EOF communicator clock time with TSC clock to verify synchronization.

_____ 2.3.6 Verify that a Fax copy of previous notifications has been sent to the EOF.

_____ 2.3.7 Any other pertinent information related to the emergency:

_____

_____

_____

_____

_____ 2.4 Power up/check printers, fax machines, copiers, etc.

_____ 2.5 Provide copies of previously transmitted message forms to:

- All positions in the EOF Director area.
- Accident Assessment Group
- Dose Assessment Group
- Field Monitoring Coordinator
- Wall Folder (2 copies).

NOTE: Ensure EOF will have adequate time to develop and provide next notification **before** EOF Director activates the EOF.

_____ 3.3 Inform the EOF Director, Accident Assessment Manager and Radiological Assessment Manager when next notification is due.

_____ 3.4 Notify EOF Director when EOF Communicators are prepared to accept communication responsibilities from the TSC.

_____ 3.5 Immediately after the EOF Director declares the EOF as activated, contact the TSC to:

_____ 3.5.1 Verify EOF has responsibility for communication and will transmit next message.

_____ 3.5.2 Verify which agencies are participating. (Drill/Exercise Only)

_____ 3.6 Immediately following EOF activation, go to Enclosure 4.1, Section 3 **Communications** screen, to prepare for next ENF transmission.

_____ 3.7 **IF** desired, **THEN** obtain a copy of the Authentication Code Word list from:

- Catawba – the Catawba procedure cabinet in the EOF Directors area.
- McGuire - the McGuire procedure cabinet in the EOF Director's area.

_____ 3.8 Have one of the other EOF OSAC's arrange for 24-hour EOF OSAC coverage.

_____ 3.9 Review the following information concerning notifications.

3.10 **Initial Notifications**

3.10.1 **IF** an upgrade in classification occurs while transmitting any message, **THEN**:

_____ A. Notify the agencies an upgrade has occurred, and that new information will be provided within 15 minutes.

_____ B. Suspend any further transmission of the message that was being transmitted. {PIP-M-01-3711}

NOTE:	Follow-up messages of a lesser classification should never be approved after an upgrade to a new classification is declared. Emphasis should be placed on providing current information and NOT on providing a follow-up just to meet follow-up deadline. If a follow-up is due and an upgrade in classification is declared, Off-Site Agency Communicators should contact the agencies that the pending follow-up is being superseded by an upgrade in classification and information will be provided within 15 minutes.

NOTE:	Follow-up messages that involve a change in the Protective Action Recommendations shall be communicated to the off-site agencies within 15 minutes and should be communicated verbally. All other follow-up messages may be faxed with phone verification of receipt.

_____ 3.10.2 The first notification made in each of the four Emergency Classifications is called Initial Notifications. Initial Notifications **shall** be made within **15 minutes** of entering each of the Emergency Classifications (i.e., Classification changes) and shall be communicated verbally. The message number will remain sequential throughout the event beginning with the Control Room.

3.11 Follow-up Notifications

Notifications following Initial Notifications within the same Emergency Classification are called follow-up notifications. Make follow-up notifications to state and county government officials according to the following schedule:

Every hour until the emergency is closed out

OR

If there is any significant change to the situation (make notification as soon as possible)

OR

As agreed upon with an Emergency Management official from each individual agency. Documentation shall be maintained for any agreed upon schedule change and the interval shall not be greater than 4 hours to any agency.

NOTE:	At some time during the event as the various EOCs are staffed, Off-site agencies may request that the Notification form be faxed to other Fax numbers. When this occurs make arrangements to have the form faxed to the requested numbers.

3.12 Termination Notification

The last notification sent to the Off-site Agencies is for terminating the event. Termination notifications will be designated as follow-up messages.

3.13 Other Information

In addition to the Emergency Action Level information that is entered on Line 7 of the Emergency Notification Form (ENF), other events/occurrences will need to be reported to the Off-Site Agencies as well. This would include any event, which has the potential to affect the public. The following are some examples but is not an all-inclusive list. Each event should be carefully evaluated and discussed with the EOF Director to assure pertinent information is forwarded to the Off-Site Agencies. Notification to off-site agencies should take place as soon as possible. (PIP 0-M98-2065)

NOTE:	These events may be the basis for the current emergency classification or an additional event to be reported under Step 7 of the Emergency Notification Form (ENF). These events may need off-site agency action or resolution.

- Other unrelated classifiable events (for example, during an Alert, an event which, by itself would meet the conditions for an Unusual Event)
- Major/Key Equipment Out of Service
- Emergency response actions underway
- Fire(s) onsite
- Flooding related to the emergency
- Explosions
- Loss of Offsite Power
- Core Uncovery
- Core Damage
- Medical Emergency Response Team activation related to the emergency
- Personnel injury related to the emergency or death
- Transport of injured individuals offsite - specify whether contaminated or not
- Site Evacuation/relocation of site personnel
- Saboteurs/Intruders/Suspicious devices/Threats
- Chemical or Hazardous Material Spills or Releases
- Extraordinary noises audible offsite
- Any event causing/requiring offsite agency response
- Any event causing increased media attention

4. Enclosures

4.1 Electronic Emergency Notification Form (ENF) Completion/Transmission

4.2 Emergency Notification Form (ENF) Completion

4.3 Emergency Notification Form (ENF) Transmission

4.4 Fax Instructions

4.5 Message Authentication Code List

4.6 Authentication Guideline

4.7 Emergency Notification Form (ENF)

4.8 EOF Lead Off-Site Agency Communicator Duties

1. Electronic Notification Form Logon

_____ 1.1 If not already performed, assure Off-Site Communicator Computer is operational.

_____ 1.2 Verify the computer internal clock is synchronized with the facility clock. (Adjust as necessary).

NOTE:	(If computer or Electronic Notification Form is not operational, report it to the EOF Data Coordinator. Refer to **Enclosures 4.2 and 4.3** for manual completion and standard transmission of the Notification Form.)

_____ 1.3 If not already performed, log on to the Electronic Notification Form by performing the following:

- Select the (ERO) Emergency Response Organization option from the DAE My Application.
- Choose ENF v2.0 – CNS_MNS ERO.

OR

- Go to the DAE and search for "Nuclear Generation"
- Select the (ERO) Emergency Response Organization option.
- Select ENF v2.0 – CNS_MNS ERO.

- Login the Program entering the following information:

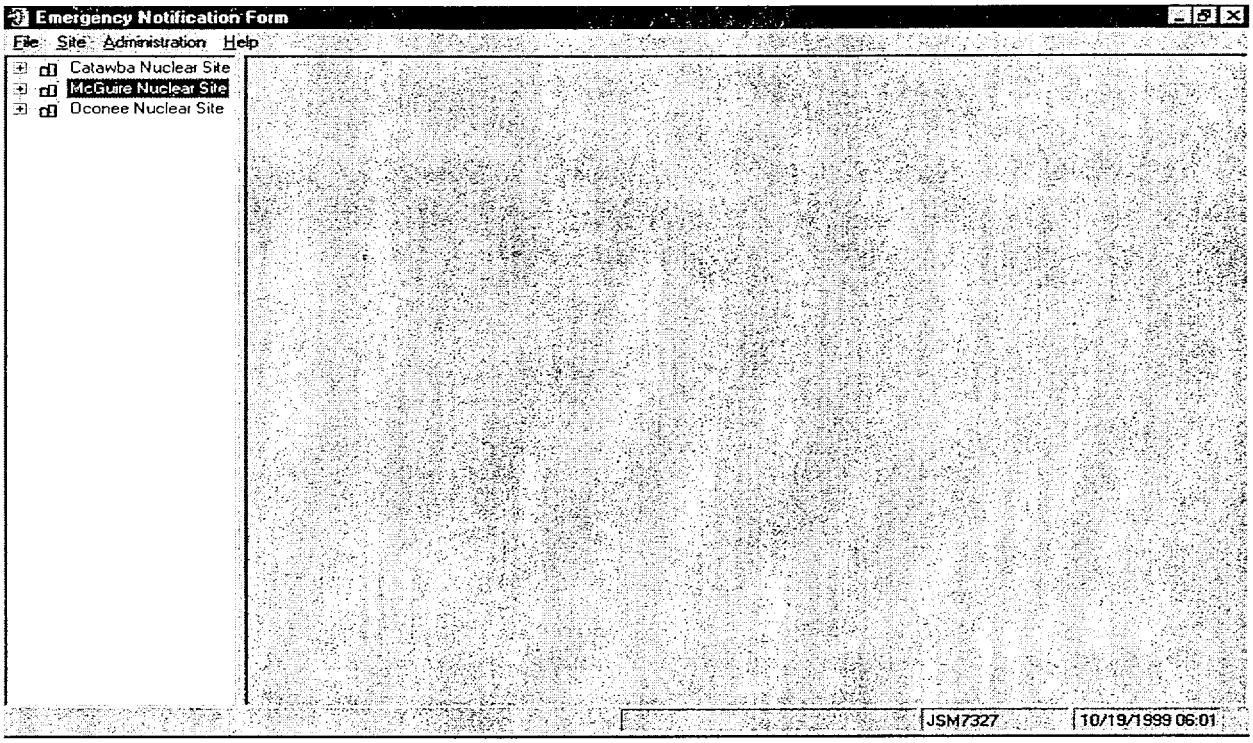
  User Name: Your Network Logon ID (ie: BRS1064)

  Password: Your Network Password

  Domain: NAM

2. Electronic Notification Form Completion (Create Event)

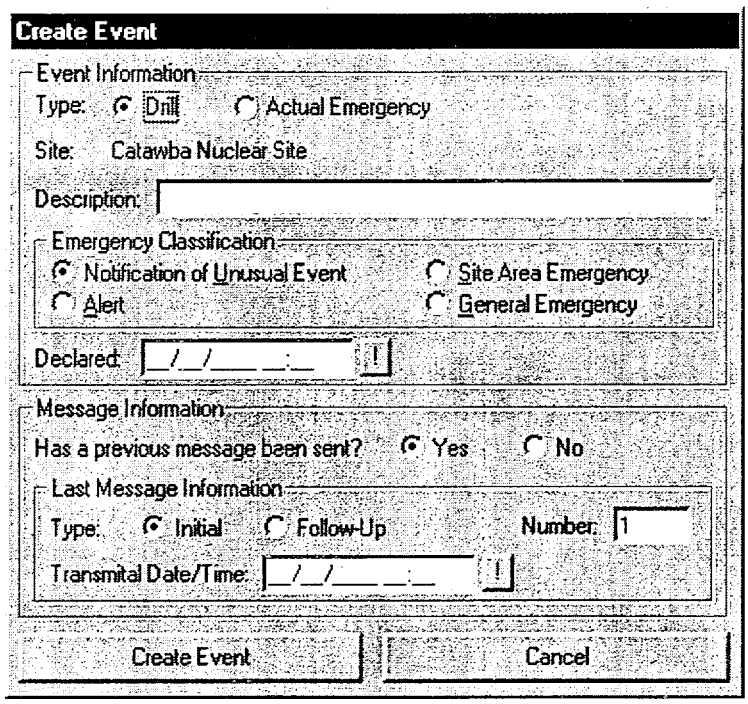
_____ 2.1 Highlight the appropriate station (Catawba or McGuire) for the event.



NOTE:	The TSC should normally create the event for the specific Drill or Emergency.

_____ 2.2 **IF** the TSC has already created an event for this drill or emergency, **THEN** select that event and go to procedure Section 3, **Communications** screen.

_____ 2.3 **IF** the TSC was unable to, or has not created an event for this drill or emergency, **THEN** create a new event by performing the following: Select **Site** from the menu, then **New Event.**



_____ 2.4 On the **Create Event** screen, fill in the information from the previous message as follows:

- For **Event Information** -Select Drill or Actual Emergency
- For **Description** - Indicate the type of Event (i.e.: Loss of Off-Site Power, 03/08/99 1st Quarter Drill)
- For **Emergency Classification** – Select the appropriate Emergency Classification and time of declaration.
- For **Message Information** – Has previous message been sent? (Yes or No).

NOTE:	• The last message information is used to set the automatic functions of the program (ie: number, transmittal times, etc) • For **Last Message Information** – If previous message **has not** been sent this field is automatically disabled.

_____ 2.4.1 For **Last Message Information** – If previous message(s) **has** been sent manually:

- Select (Initial or Follow-up)
- Number (Last Message Number)
- Transmittal Date/Time (Last Message Transmittal Time)

_____ 2.5 Select **Create Event** button at the bottom of the screen. (Event Screen should be created.)

_____ 2.6 If all information is correct select "Yes" at the prompt "Are you sure you are ready to create this event".

NOTE:	• Ensure the EOF is activated prior to beginning this section.

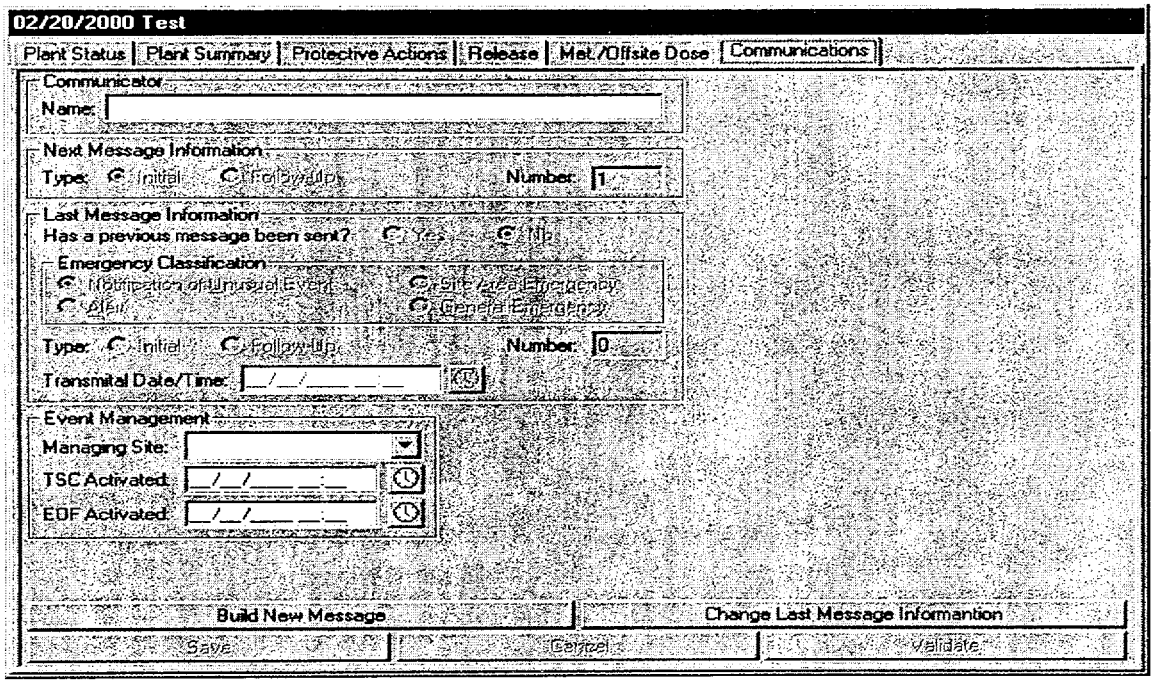
3. Communications Screen

_____ 3.1 Select Communications tab at the top right of the Event Screen. (Last Tab on the Event screen)

_____ 3.2 Complete the Communicator "Name" information. (This is the individual performing the phone communications with the State and County agencies.)

_____ 3.3 Complete the applicable information in the "Event Management" section as follows:

- Select the "Managing Site".
- Select and verify the appropriate facility (TSC or EOF) activation time.
- Select the "Save" button



NOTE:	The Accident Assessment Manager is responsible for the **Plant Status, Plant Summary and Protective Action** screens. Rad Assessment Manager is responsible for the **Release** and **Met/Offsite Dose** screens.

_____ 3.4 Verify that the Rad Assessment and Accident Assessment positions have accessed the ENF program and have begun entering information.

_____ 3.5 Monitor the Plant Status, Plant Summary, Protective Actions, Release, and Met/Offsite Dose indicators at the bottom of the screen to assure information is being routinely updated.

_____ 3.6 Updating the information on a particular panel may be performed by double clicking on the desired indicator panel at the bottom of the form and then selecting "Validate" if all information is correct.

NOTE: Except for the "Next Msg Due" indicator panel all indicator information is as follows:

Black -No information or information/time conflict.

Green – information is 0 to 10 minutes old..

Yellow – information is 10 to 15 minutes old.

Red – information is greater than 15 minutes old,

NOTE: For the "Next Msg Due" indicator panel all indicator information is as follows:

Initial Messages:	**Follow Up Messages:**
Black - No information or information/time conflict	**Black** - No information or information/ time conflict.
Green – Next message due in 10 – 15 minutes.	**Green** – Next message due in 30 to 60 minutes.
Yellow – Next message due in 5 – 9 minutes.	**Yellow** – Next message due in 15 to 29minutes.
Red – Next message due in 5 minutes or past due.	**Red** – Next message due in < 15 mins. or past due.

_____ 3.7 Periodically validate information on the Communicator screen by reviewing the screen information and selecting the **Validate** button on the bottom right of the screen. (This will update the Communicator Indicator to Green Status.)

_____ 3.8 If information needs to be updated, make the appropriate changes and then select the **Save** button on the bottom right of the screen. (This will also update the Communicator Indicator)

4. Building a Message

_____ 4.1 When it is time to develop a message to be communicated to the Off-site agencies, perform the following:

NOTE: Contact the responsible group if information needs to updated or validated.

- Verify Status indicators for the various screens at the bottom of the screen are current. (i.e. Green)
- If the information needs to be updated or validated, have the responsible individual update or validate their designated screen.
- Select the Communications screen, then select the Build New Message bar at the bottom of the screen. Information from the various screens will be incorporated into the message.

_____ 4.2 Review the form to verify information is correct.

- If the information is correct proceed to step 4.4.

NOTE:	If the Accident Assessment Manager or Radiation Assessment Manager has made changes to their panels you can update the message by selecting **"Message"** from the Toolbar and then choosing **"Refresh".**

_____ 4.3 If information needs to be revised, perform the following:

- Select the appropriate screen by double clicking the appropriate panel designation at the bottom of the screen.
- Make changes as necessary and inform the responsible group of those changes.
- When editing is complete, select **Save**.
- Return to the specific message form, then select **Message** from the Toolbar, then **Refresh**.
- Select "Yes" if you are ready to Refresh the form.

NOTE:	If any of the status indicators are any color except Green you will be prompted that the information needs to be updated/validated. Refer to step 4.1.

_____ 4.4 If message is correct, print out a copy by selecting **Message** from the Toolbar, then **Print**.

_____ 4.5 Have the EOF Director review and sign the form.

5. Transmitting Message

_____ 5.1 Locate a copy the Authentication Code Word List.

_____ 5.2 For Initial Notifications (15 Minutes) proceed to Section 6.

_____ 5.3 For Follow-up Notifications, proceed to Section 7.

_____ 5.4 For Terminations message, proceed to Section 8.

6. Transmission of Initial Notifications

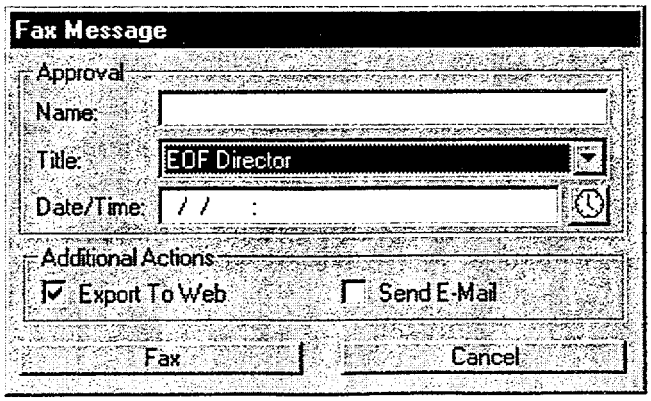
NOTE:

1. All **initial** notifications shall be communicated verbally within 15 Minutes of Emergency Classification declaration. **Avoid using abbreviations or jargon likely to be unfamiliar to states and counties**. If any information is not available or not applicable, say "Not available" or "Not Applicable". Do not abbreviate "N.A." because this is ambiguous.
2. If Selective Signaling is not operational, see **Enclosure 4.3** for Selective Signaling and Alternate Communication Instructions.
3. If the ENF Fax program is not operational refer to **Enclosure 4.4** for additional instructions.

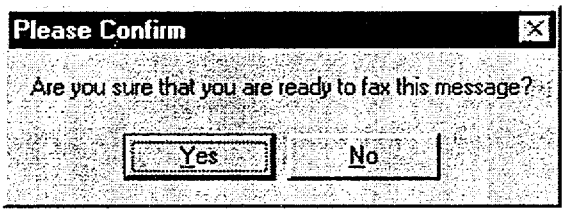
_____ 6.1 Once the ENF has been approved, one Off Site Agency Communicator shall perform steps 6.1.1 – 6.3 while another Off Site Agency Communicator establishes contacts as per step 6.6.

NOTE: The "Export To Web" and "Send E-Mail" boxes will be either checked or unchecked. Unless directed otherwise, leave the "Export To Web" and "Send E-Mail" boxes as they are when the "Fax Message" prompt appears.

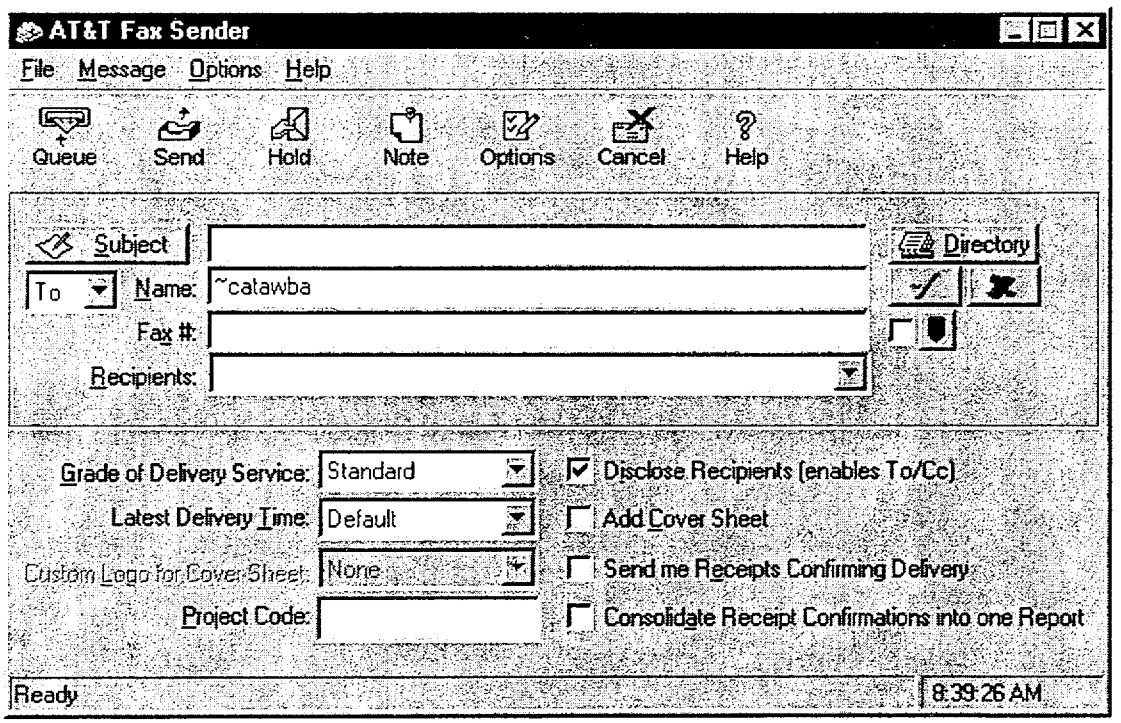
_____ 6.1.1 To fax the electronic form, Select **Message** from the Toolbar, THEN **Fax**.



- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.
- Select "Yes" on confirmation panel if ready to fax the form



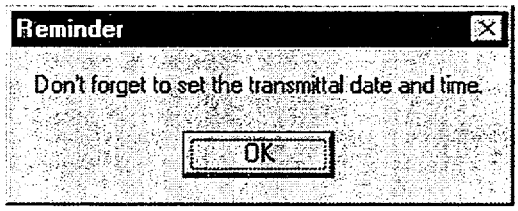
NOTE:	The AT&T Fax Sender Panel should now be initialized and appear on the screen.



_____ 6.2 On ATT Fax Sender Panel, Type **~catawba or ~mcguire** (whichever applies) in the Name block.

_____ 6.3 Perform the following:

- Click the Green colored " check mark symbol" (√) at the right of the block at the top of the panel. *(The Name block information will be transferred to the Recipient block.)*
- Then, select the **Send** button at the top of the panel **(The ENF will be Faxed to the agencies simultaneously).**
- Select "OK" on reminder panel for setting the transmittal time and date.



- IF desired, monitor the fax status by clicking the AT&T Mail button at the bottom of the screen (ie: maximize the program).
- IF the fax program does not appear to be working, (ie: fax not being transmitted). Refer to Enclosure 4.4 for alternate fax instructions.

NOTE:	Allow 4 to 5 minutes if it is desired that the Notification form be received by the agencies prior to contacting them by phone.

_____ 6.4 **IF** an upgrade in classification occurs prior to transmitting the initial message, **THEN** discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}

6.5 **IF** an upgrade in classification occurs while transmitting any message, **THEN**:

_____ A. Notify agencies that an upgrade has occurred, and that new information will be supplied within 15 minutes.

_____ B. Suspend any further transmission of the message that was being transmitted. (PIP-M-01-3711}

_____ 6.6 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

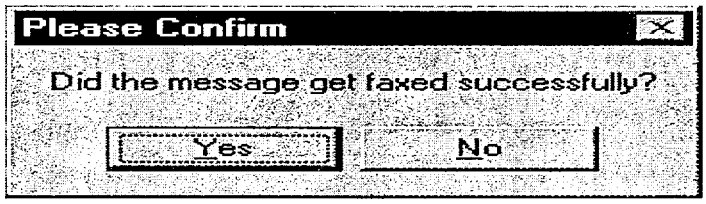
- Activate the Group Call function by dialing *5 (CNS) or *1 (MNS) and verify that all available agency answers. (If all agencies do not answer the group call, dial the specific agency individually.)

NOTE: The transmittal time will need to be hand written on the copy of the ENF that the EOFD has previously signed.

- When all available parties are verified on the line, document that this is the transmittal time.

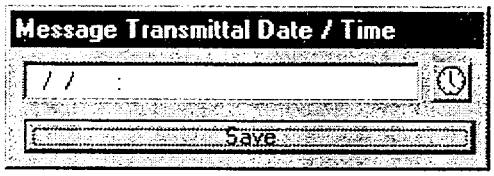
NOTE: Authentication Code should be hand written into the signed ENF form.

- Read the following statement "This is **Catawba** or **McGuire** Nuclear Station EOF. This is a drill or actual emergency (whichever applies)."
- Verify that all available agencies have received the Faxed ENF. **(If ENF has not been received ask agencies to get a blank ENF and that you will provide the information.)**
- Read the information on the ENF, line by line, to the Off-site Agencies.
- For Initial Notifications, when you reach item #4, ask the State or a County to authenticate the message. The agency should give you a number to which you will reply with the appropriate code word. Write the number and code word on the form.
- After the information has been covered, inform the agencies the following: "This concludes message # ____. Are there any questions?"
- Obtain the names of the agency representatives. Record the names on the back of the hard copy of the ENF or use a copy of page 2 of Enclosure 4.7.
- Continuous attempts to contact missing agencies must be made using commercial lines, radio etc., if unable to complete the notifications as per 6.6. Document the times these agencies were contacted on the back of the notification form.
- After message transmission is complete, select **Message** from the toolbar, then choose **"Set Transmittal Date/Time".**
- Select "Yes" at the prompt if the Fax was successfully sent.

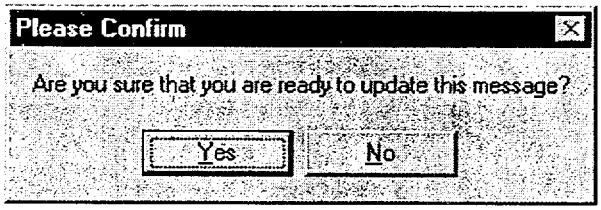


NOTE:	The transmittal date will be automatically populated on the message.

- Complete the message transmittal Date and Time and select "Save".



- If information is correct, select the "Yes" button.



NOTE:	Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

_____ 6.7 If a question is outside of ENF information, do not answer the question but perform the following:

- Authenticate the request (if question is a return call, you give the number).
- Have the request evaluated by the EOF Director.
- Document the question, answer, and have the EOF Director sign.
- Document the time the answer was provided to the Off-site Agency.

_____ 6.8 Repeat the above steps as necessary to communicate other **Initial** messages.

_____ 6.9 Provide copies of the transmitted ENF to the following:

- All positions in the EOF Director area.
- Accident Assessment Group
- Dose Assessment Group
- Field Monitoring Coordinator
- Wall Folder (2 copies).

_____ 6.10 Update next message due on the following white boards:

- Off Site Agency Communicators Area
- EOF Directors Area

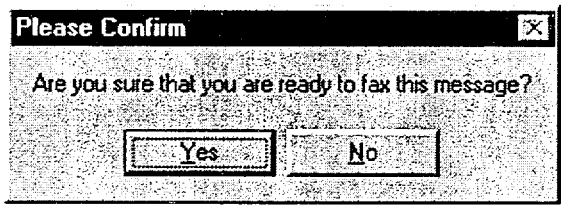
7. Transmission of Follow-up Notification

7.1 Once the ENF has been approved, one Off-site Agency Communicator shall perform steps 7.2 - 7.3 while another Off-site Agency Communicator establishes contacts as per step 7.6.

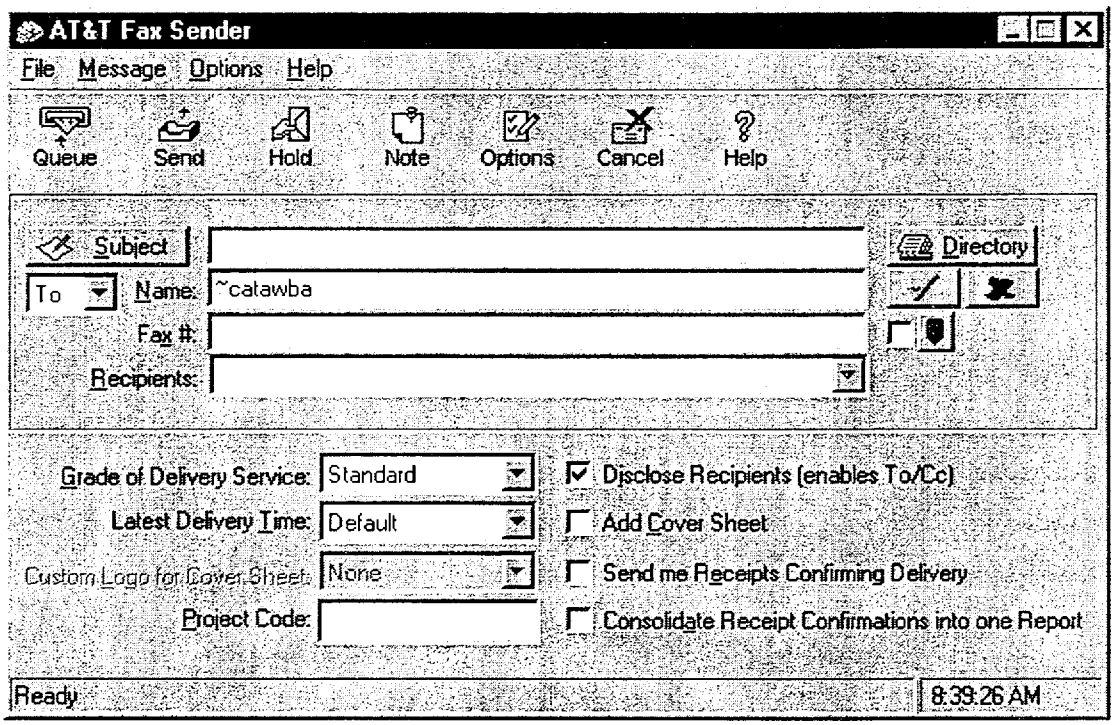
NOTE:	The "Export To Web" and "Send E-Mail" boxes will be either checked or unchecked. Unless directed otherwise, leave the "Export To Web" and "Send E-Mail" boxes as they are when the "Fax Message" prompt appears.

_____ 7.2 To fax the electronic form, Select **Message** from the Toolbar, THEN **Fax.**

- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.
- Select "Yes" on confirmation panel if ready to fax the form.



NOTE:	The AT&T Fax Sender Panel should now be initialized and appear on screen.

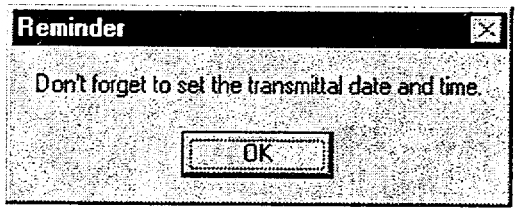


_____ 7.3 Perform the following:

- On ATT Fax Sender Panel, Type **~catawba** or **~mcguire** (whichever applies) in the Name block.
- Click the Green colored " check mark symbol" (√) at the right of the block at the top of the panel. *(The Name block information will be transferred to the Recipient block.)*
- Then, select the **Send** button at the top of the panel **(The ENF will be Faxed to the agencies simultaneously).**

NOTE:	For Follow-up messages, the transmittal time will be the time that all available agencies are on the line to verify Fax transmission.

- Select "OK" on reminder panel for setting the transmittal time and date.



NOTE:	Allow 4 to 5 minutes if it is desired that the Notification form be received by the agencies prior to contacting them by phone.

- IF desired, monitor the fax status by clicking the AT&T Mail button at the bottom of the screen (ie: maximize the program).
- IF the fax program does not appear to be working, (ie: fax not being transmitted). Refer to Enclosure 4.4 for alternate fax instructions.

_____ 7.4 **IF** an upgrade in classification occurs prior to transmitting the initial message, **THEN** discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}

_____ 7.5 **IF** an upgrade in classification occurs while transmitting any message, **THEN**:

_____ A. Notify agencies that an upgrade has occurred, and that new information will be supplied within 15 minutes.

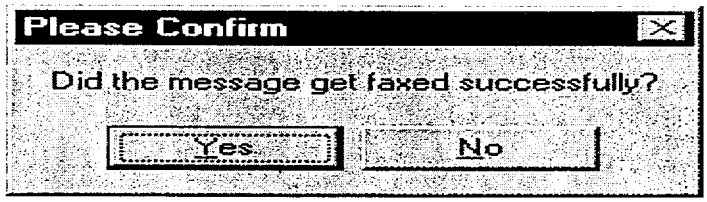
_____ B. Suspend any further transmission the message that was being transmitted. {PIP-M-01-3711}

_____ 7.6 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

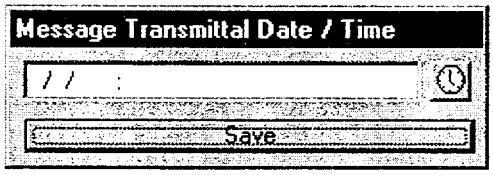
- Activate the Group Call function by dialing * 5 (CNS) or *1 (MNS) and verify that all available agencies answer. (If all agencies do not answer the group call, dial the specific agency individually.)
- Verify that all available agencies are on the line. Document this as the transmittal time.
- Verify that all Agencies have received the Faxed ENF. **(If ENF has not been received ask agencies to get a blank ENF and that you will provide the information.)**
- Ask if there are any questions, regarding the Follow-up ENF information.
- Obtain the names of the agency representatives. Record the names on the back of the hard copy of the ENF or use a copy of page 2 of Enclosure 4.7.

_____ 7.7 After message transmission is complete, select **Message** from the toolbar, then choose **"Set Transmittal Date/Time".**

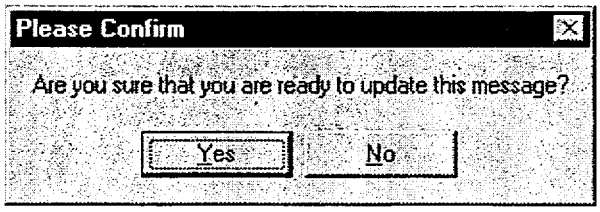
- Select "Yes" at the prompt if the Fax was successfully sent.



- Complete the message transmittal Date and Time and select "Save".



- At the confirmation prompt select "Yes" if you are ready to update this message.



- The transmittal date and time will be automatically be added on the message.

NOTE: Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

_____ 7.8 If a question is outside of ENF information, do not answer the question but perform the following:

- Authenticate the request (if question is a return call, you give the number).
- Have the request evaluated by the EOF Director.
- Document the question, answer, and have the EOF Director sign.
- Document the time the answer was provided to the Off-site Agency.

_____ 7.9 Repeat the above steps as necessary to communicate other **Follow Up** messages.

_____ 7.10 Provide copies of the transmitted ENF to the following:

- All positions in the EOF Director Area.
- Accident Assessment Group.
- Dose Assessment Group.
- Field Monitoring Coordinator.
- Wall Folder (2 copies).

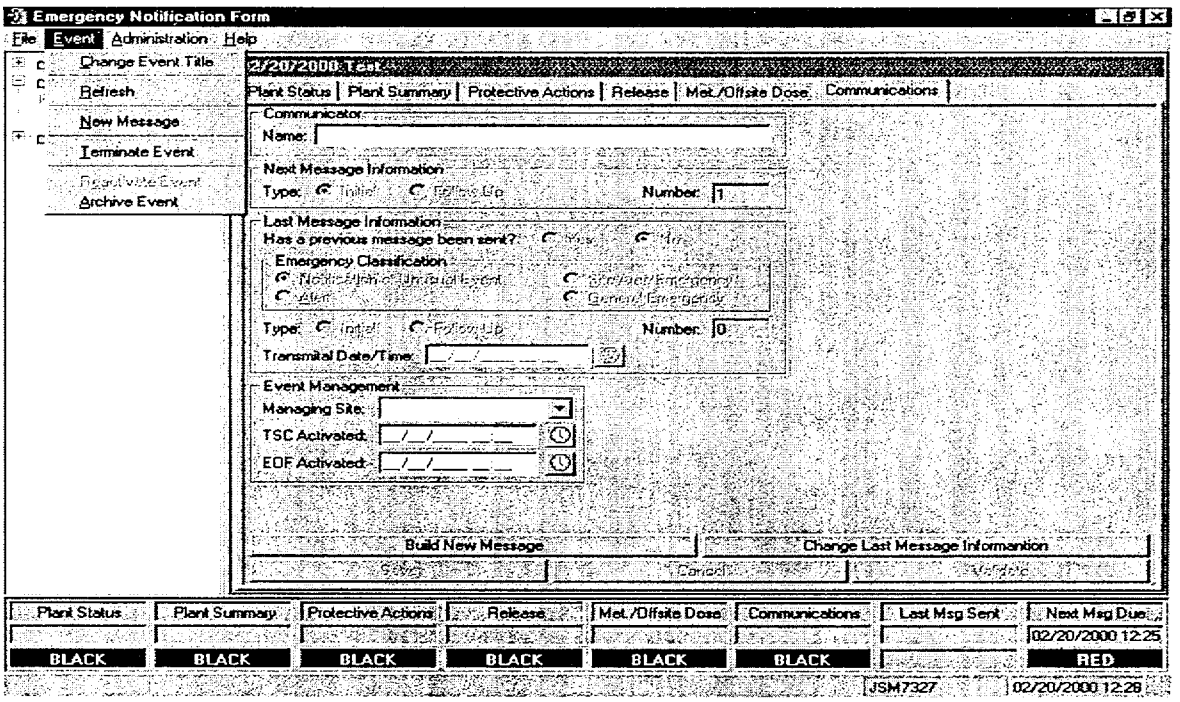
_____ 7.11 Update next message due on the following white boards:

- Off Site Agency Communicators Area.
- EOF Directors Area.

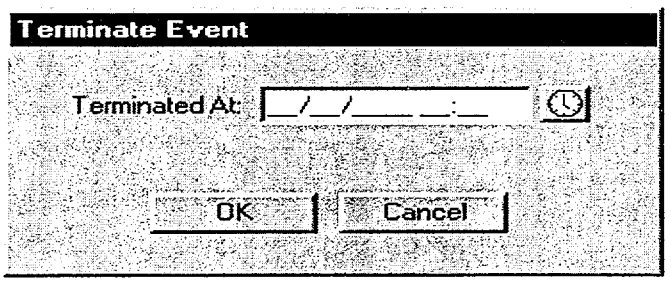
8. Termination Message

NOTE:	1. Termination notifications are communicated **verbally.**
	2. Termination notification is marked as a Follow-up.

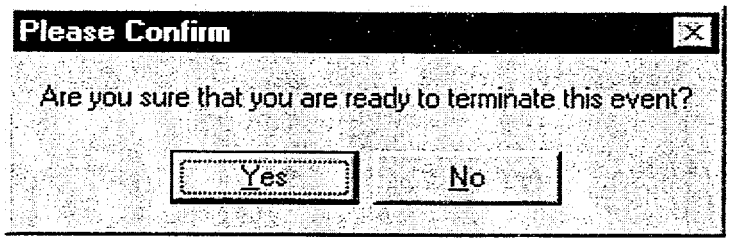
_____ 8.1 From the Menu bar, select the specific **Event**. (Ensure that the event is highlighted) and then select **Terminate Event**.



_____ 8.2 Enter Termination Time and Date, then Click **OK**.



_____ 8.2.1 Confirm that event is ready to be Terminated by clicking "Yes".



- A Message will be generated with appropriate information.

_____ 8.3 Review the form to verify information is correct.

- If the information is correct proceed to step 8.5.

_____ 8.4 If information needs to be revised, perform the following:

- Return to the events panel by selecting the specific event.
- Select the appropriate screen by double clicking the appropriate panel designation at the bottom of the screen.
- Make changes as necessary and inform the responsible group of those changes.
- When editing is complete, select **Save**.
- Return to the specific message form by double clicking on the specific message.
- Select **Message** from the Toolbar, then **Refresh**.
- Select "Yes" if you are ready to Refresh the form.

NOTE:	If any of the status indicators are any color except Green you will be prompted that the information needs to be updated/validated. Refer to step 4.1.

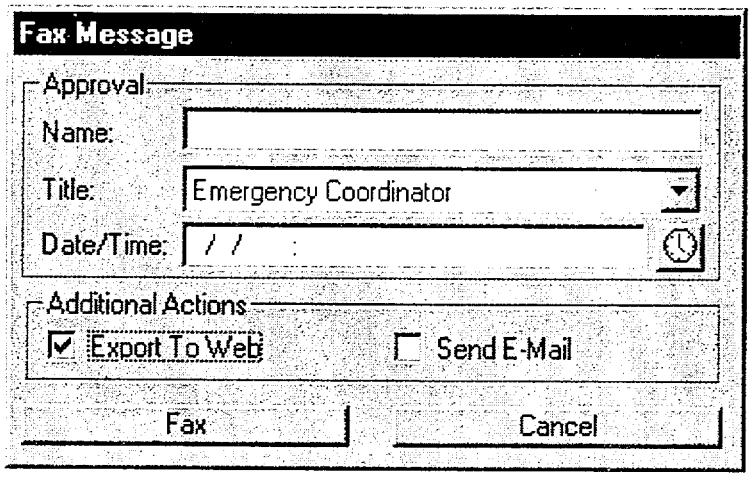
_____ 8.5 **WHEN** the form information is correct, **THEN**:

- Select "Save".
- Print out a copy by selecting **Message** from the Toolbar, then **Print**.
- Have the EOF Director review and sign the form.

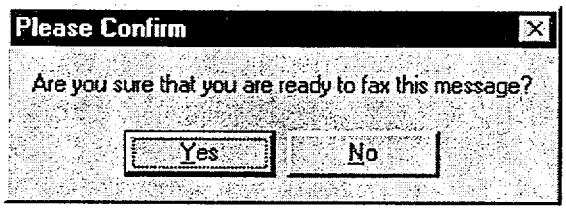
_____ 8.6 Once the ENF has been approved, one Off Site Agency Communicator shall perform steps 8.7 – 8.8 while another Off Site Agency Communicator establishes contacts per steps 8.9.

_____ 8.7 To Fax the Electronic form, Select **Message** from the Toolbar, THEN **Fax**.

NOTE: The "Export to Web" and "Send E-Mail" boxes will be either checked or unchecked. Unless directed otherwise, leave the "Export to Web" and "Send E-Mail" boxes as they are when the "Fax Message" Prompt appears.

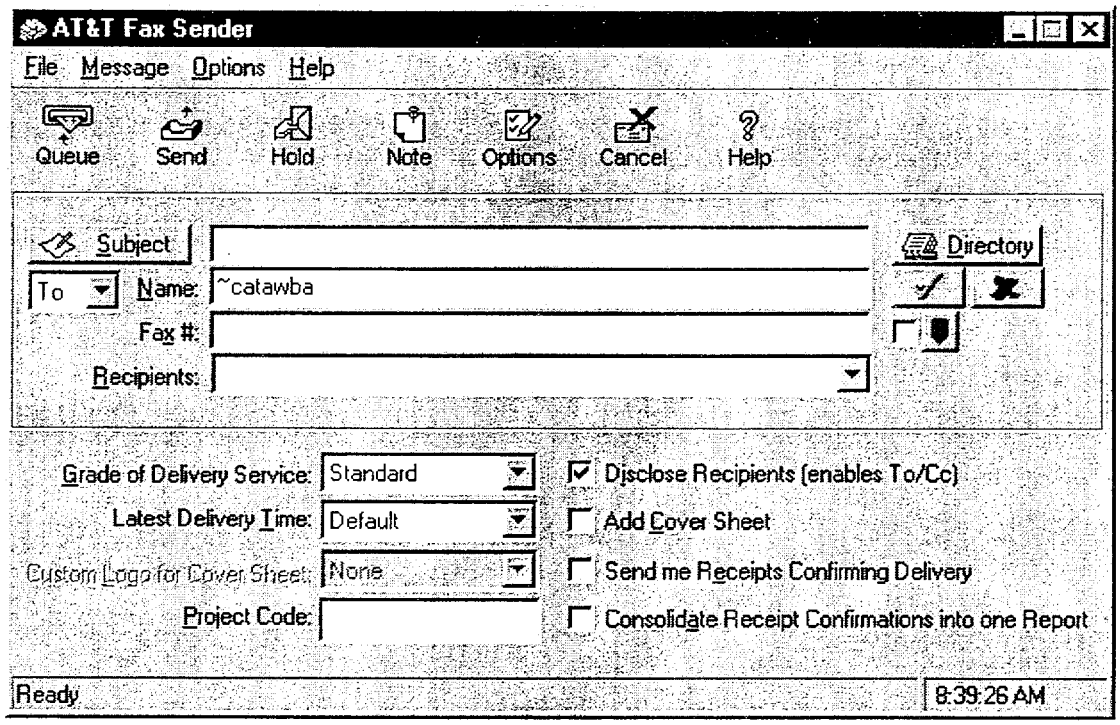


- Enter the Name, Title, and Date/Time from Line 16 of the ENF.
- Select the Fax Button on this panel.
- Select "Yes" on confirmation panel if ready to fax the form.



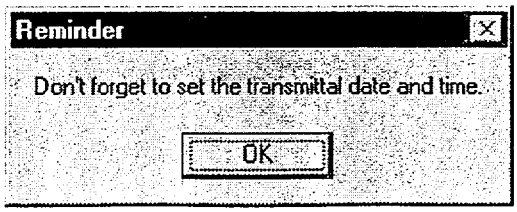
NOTE: If the Electronic Notification Form Fax process is not operational, refer to Enclosure 4.4 for alternate Fax instructions.

NOTE: The AT&T Fax Sender Panel should now be initialized and appear on screen



_____ 8.8 Perform the following:

- On ATT Fax Sender Panel, Type **~catawba or ~mcguire** (whichever applies) in the Name block.
- Click the Green colored " check mark symbol" (√) at the right of the block at the top of the panel. *(The Name block information will be transferred to the Recipient block.)*
- Then, select the **Send** button at the top of the panel **(The ENF will be Faxed to the agencies simultaneously).**
- Select "OK" on reminder panel for setting the transmittal time and date.



NOTE:	Allow 4 to 5 minutes if it is desired that the Notification form be received by the agencies prior to contacting them by phone.

- IF desired, monitor the fax status by clicking the AT&T Mail button at the bottom of the screen (ie; maximize the program).

- IF the fax program does not appear to be working, (ie; fax not being transmitted). Refer to Enclosure 4.4 for alternate fax instructions.

_____ 8.9 Establish communications with the Off-site Agencies via the Selective Signaling Phone per the following:

- Activate the Group Call function by dialing * 5 (CNS) or *1 (MNS) and verify that each agency answers. (If all agencies do not answer the group call, dial the specific agency individually.)

NOTE:	The transmittal time will need to be hand written on the copy of the ENF that the EOFD has previously signed.

- Verify that all available agencies are on the line. Document this as the transmittal time.

- Verify that all Agencies have received the Faxed ENF and verbally communicate the message to the Off Site Agencies. **(If ENF has not been received ask agencies to get a blank ENF and that you will provide the information.)**

NOTE:	Authentication Code should be hand written on the copy of the ENF that the EOFD has previously signed.

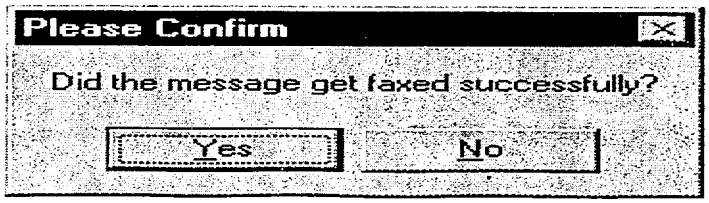
- For Termination Notifications, when you reach item #4, ask the State or a County to authenticate the message. The agency should give you a number to which you will reply with the appropriate code word. Write the number and code word on the form.

- Ask if there are any questions, regarding the Termination ENF information.

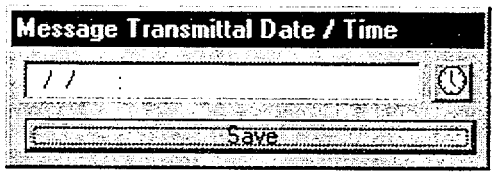
- Obtain the names of the agency representatives. Record the names on the back of the hard copy of the ENF or use a copy of page 2 of Enclosure 4.7.

- After message transmission is complete, select **Message** from the toolbar, then choose **"Set Transmittal Date/Time"**.

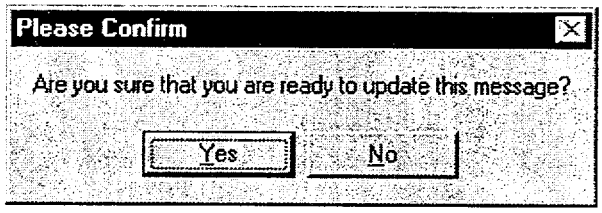
- Select "Yes" at the prompt if the Fax was successfully sent.



- Complete the message transmittal Date and Time and select "Save".



- At the confirmation prompt select "Yes" if you are ready to update this message.



- The transmittal date and time will be automatically be added on the message.

NOTE: Authentication of a request is only required if a separate call is received. If information is requested while still on Selective Signaling no authentication is required.

_____ 8.10 If a question is outside of ENF information, do not answer the question but perform the following:

- Authenticate the request (if question is a return call, you give the number).
- Have the request evaluated by the EOF Director.
- Document the question, answer, and have the EOF Director sign.
- Document the time the answer was provided to the Off-site Agency.

_____ 8.11 Provide copies of the transmitted ENF to the following:

- All positions in the EOF Director Area.
- Accident Assessment Group.
- Dose Assessment Group.
- Field Monitoring Coordinator.
- Wall Folder (2 copies).

_____ 8.12 Shut down the Program by performing the following:

- From the **Menu Bar**, Select **"File"**, then **"Exit".**
- Shut down the Computer by Selecting the **"Start"** button, then **"Shutdown"**, then, **"Shutdown the computer".**

1. Initial and Follow-up Completion (Information for the Completion of the ENF)

Obtain a copy of the Emergency Notification Form from the Catawba or McGuire Procedure Cabinet located in the EOF Directors area.

NOTE: * Items 11-14 may be skipped on initial notifications

Item #	Communicator Action	Info Source
1.	Check appropriate blocks: (Drill/Emergency).(Initial/Follow-up) **Initial**: First message in each of the 4 classifications. **Follow-up**: Subsequent messages following the initial message within the same classification. Message #'s are sequentially numbered throughout drill/emergency starting with the Control Room.	EOF Comm.
2.	Write in the site, unit or units affected, and the phone communicator's name (Reported by).	EOF Comm.
3.	Assure confirmation phone number. Document the "transmittal time" at the beginning of message transmission. (Note: Transmittal time is: **Initial** - when all available Agencies are verified on the line. **Follow-up** - when the form is faxed.)	EOF Comm
4.	Document the Authentication while transmitting the notification. Refer to Authentication Enclosures (Enclosure 4.5 and 4.6) for additional instructions.	EOF Comm
5.	Check appropriate classification.	Acc Assess.
6.	Mark the appropriate box and write time and date current classification was declared.	Acc Assess
7.	Write a concise description for declaring the current emergency classification. Also use this space for any other important information. (See page 7 of 8, section 3.13 of the body of the procedure, for additional information). **The first message from the EOF should include a statement indicating that the EOF has been activated**. Do not use acronyms or abbreviations. For **Follow-up** messages, include relevant information and changes that have occurred since the last message **(Don't just restate the EAL or last message).**	Acc Assess.
8.	Mark appropriate plant condition: **Improving** - Emergency conditions are improving in the direction of a lower classification or termination of the event. **Stable** - The emergency situation is under control. Emergency core cooling systems, equipment, plant, etc., are operating as designed. **Degrading** - Given current and projected plant conditions/equipment status, recovery efforts are not expected to prevent entry into a higher emergency classification or the need to upgrade off-site Protective Action Recommendations.	Acc Assess.
9.	Write time and date Reactor Shutdown or Reactor Power level as applicable.	Acc Assess.

10.	Mark appropriate box for emergency release. If A or B, go to Item 14. If C or D, complete Lines 11-14. A release is any unplanned and quantifiable discharge to the environment of radioactive effluent attributable to a declared emergency event. Base determinations on information such as EMF readings, containment pressure and other instrument indications, field monitoring results, and knowledge of the event and its impact on system operation and resultant release pathways. A release is considered to be in progress if the following occurs: • Rx. Bldg EMF Monitors (38, 39, or 40 reading indicates an increase in activity or EMF monitors 53A and/or 53B for Catawba or 51A and/or 51B for McGuire read greater than 1.5 R/hr) AND pressure inside the containment bldg is greater than Tech. Specs. OR an actual containment breach is determined. • Increase in activity monitored by unit vent EMF monitors 35, 36, or 37. • Steam generator tube leak monitored by EMF 33.	Rad Assess.
11.*	* Items 11-14 may be left blank on <u>initial</u> notifications. Indicate type of release and time/date. Mark Ground Level for any airborne releases.	Rad Assess.
12.*	Indicate release magnitude and whether release is above or below normal operating limits.	Rad Assess.
13.*	Write estimate of projected off-site dose and estimated duration. Check new or unchanged. If unchanged from a previous notification, the information does not have to be repeated.	Rad Assess.
14.*	Provide meteorological data.	Rad Assess.
15.	Indicated appropriate recommended protective actions as recommended by Duke Power and the EOF Director. • For Unusual Event, Alert, and Site Area Emergency, Mark box "A". • For General Emergency , mark and complete information for boxes B and C using: Catawba - RP/0/A/5000/005 (GE) McGuire – RP/0/A/5700/004 (General Emergency).	Rad Assess.
16.	Have EOF Director approve message.	EOF Dir.

2. Termination Notification Completion (Manual ENF Termination)

2.1 When the emergency/drill has been terminated, complete the ENF as described below.

NOTE:
1. When terminating from a General Emergency, "No Recommended Protective Action" HAS to be selected in the Electronic Emergency Notification Form Program.
2. Termination notifications are communicated **verbally**.
3. Termination notification is marked as a Follow-up.

Line Item #	Action	Source of Information EOF
1.	Check appropriate blocks. NOTE: **Message #s are sequentially numbered** throughout the drill/emergency starting with the Control Room.	Accident Assessment Mgr.
2.	Write in site and unit or units affected. NOTE: Reported by is communicator's name	Accident Assessment Mgr.
3.	Write confirmation phone number that states and counties may call back on. Transmittal time will be documented at the beginning of message transmission	
4.	Authentication will be completed while transmitting the notification to states and counties.	
5.	Check appropriate classification that is being terminated from.	Accident Assessment Mgr.
6.	Mark box "B" and write time and date of termination.	Accident Assessment Mgr.
7.-15.	No information is required.	Off-site Communicator
16.	Have EOF Director approve message.	EOF Director

1. Transmitting a Message

1.1 Review the following Selective Signal guideline if necessary to familiarize yourself with its operation.

SELECTIVE SIGNALING	
NOTE:	Selective Signaling is an open line that is capable of connecting all agencies together at the same time. No special conferencing process is required to get all agencies on the line. The line is always active (i.e., no dial tone). * **5** (CNS) or * **1** (MNS) may be used initially to contact county and warning points/EOCs.
NOTE:	The handset has a "push to talk" button which must be pressed in order for the parties on the other end to hear you. To use the headset instead of the handset, set the switch on the headset controller to "headset" and remove the handset from the phone cradle. Then resume normal operation. There is no "push to talk" feature associated with the headset however, the handset must be removed from the cradle when the headset is in use.
1.	Pick up receiver (no dial tone will be heard). Dial * **5** (CNS) or * **1** (MNS) and wait for agencies to answer. Verify that all agencies have answered. Note: If all agencies do not answer the group call, dial the agencies individually per step 2.
2.	Alternately, the agencies may be contacted individually by dialing the three digit Selective Signal number for each agency. When they pick up, identify yourself and tell them to hold while you get the other agencies on the line. Dial the second agency's three-digit Selective Signal number. When they pick up, identify yourself and tell them to hold while you get the other agencies on the line.
3.	Continue this process until all applicable agencies are on the line.

NOTE: If Selective Signal Communications fail, the following is the suggested priority for backup communications systems used to notify the states and counties.

1.2 1st - Commercial Telephone (Bell Line) (Conference Call)

- **CATAWBA**

Refer to the Emergency Response Telephone Directory, Enclosure 1.1 for instructions on the use of telephones in the EOF, conference call instructions, and individual bell line numbers.

- **MCGUIRE**

Refer to Enclosure 4.10 (EOF Programmable Conference Telephones) of RP/0/A/5700/014 (Emergency Telephone Directory) for instructions on the use of telephones in the EOF, conference call instructions, and individual bell line numbers

1.3 2nd - North Carolina and/or South Carolina Emergency Management Radio.

- **CATAWBA**

Refer to the Emergency Response Telephone Directory, Enclosure 1.6, for instructions on the use of the State Emergency Management Radios.

- **MCGUIRE**

Refer to the Emergency Response 4.11 (EOF County Emergency Response Radios) of RP/0/A/5700/014 (Emergency Telephone Directory) for instructions on the use of the State Emergency Management Radios.

1.4 3rd - Duke Power Radio Network (Low Band System)

- **CATAWBA**

Refer to the Emergency Response Telephone Directory, Enclosure 1.7, for instructions on the use of the Duke Power Low Band Radios.

- **MCGUIRE**

Refer to the Emergency Response 4.12 (EOF North Carolina Emergency management Radio) of RP/0/A/5700/014 (Emergency Telephone Directory) for instructions on the use of the Duke Power Low Band Radios.

NOTE:	**Report any failures to the EOF Director/Emergency Planner.**

2. Message Transmission

2.1 For transmitting Initial Notifications, proceed to Section 3.

2.2 For transmitting Follow-up Notifications, proceed to Section 4.

3. Initial Notification Transmission

_____ 3.1 **IF** an upgrade in classification occurs prior to transmitting the initial message, **THEN** discard ENF paperwork and proceed to higher classification procedure. {PIP-M-01-3711}

3.2 **IF** an upgrade in classification occurs while transmitting any message, **THEN**:

_____ A. Notify agencies that an upgrade has occurred, and that new information will be supplied with 15 minutes.

_____ B. Suspend any further transmission of the message that was being transmitted. {PIP-M-01-3711}

When you are prepared to transmit a message, contact the appropriate agencies using the established method.

- **CATAWBA**

Message #_____

CNS SELECTIVE SIGNAL		CNS BELL LINE	ROLL CALL
Individual Selective Signal #	OR Dial *5: calls all state /county WP/EOCs simultaneously	Individual phone numbers OR One touch dial button	As each agency answers say: "This is Catawba Nuclear Station; please hold."
513 York County WP/EOC		803/329-1110	
116 Mecklenburg Co. WP/EOC		704-943-6200	
112 Gaston County WP/EOC		704/866-3300	
314 North Carolina WP/EOC		919/733-3300	
518 South Carolina WP/EOC		803/737-8500	
*** 514 SC FEOC		To be determined by S.C.	

- **McGUIRE**

MNS SELECTIVE SIGNAL		MNS BELL LINE	ROLL CALL
Individual Selective Signal #	OR Dial *1: calls all state /county WP/EOCs simultaneously	Individual phone numbers OR One touch dial button	As each agency answers say: "This is McGuire Nuclear Station; please hold."
112 Gaston County WP/EOC		704/866-3300/3243	
113 Lincoln County WP/EOC		704/735-8202/736-8511	
114 Iredell County WP/EOC		704/878-3039	
116 Mecklenburg Co. WP/EOC		704-943-6200	
118 Catawba County WP/EOC		828/464-3112	
119 Cabarrus County WP/EOC		704/788-3108/8137	
314 North Carolina WP/EOC		919/733-3942/3861	

If an off-site agency does not pick up, try dialing the Selective Signaling number again or get help to dial that agency on the Bell line and give the message separately. (Use radio if all other communication fails.)

3.3 When all available agencies are connected, document the time on line 3 as transmittal time and read the following statement: "This is a drill or actual emergency (whichever applies). The following is Emergency Notification ENF Information."

3.4 If this is the FIRST message from the EOF, inform the states and counties that the EOF has been activated and that you are taking over responsibility for communications from Catawba or McGuire Nuclear Station. **This should be noted on Line 7 of the Emergency Notification Form (ENF).**

3.5 Authenticate and Transmit the Emergency Notification (ENF) message providing line by line information to the agencies. When you reach line 4, ask one of the agencies to provide a number from the authentication code word list (Enclosure 4.5). Then give them the corresponding codeword for that listed number. Fill in line 4 with the number and codeword. (Ref. Enclosure 4.6 for authentication instructions.)

3.5.1 All **initial** notifications shall be communicated verbally. **Avoid using abbreviations or jargon likely to be unfamiliar to states and counties.** If any information is not available or not applicable, say "Not available" or "Not Applicable". Do not abbreviate "N.A." because this is ambiguous.

3.6 Upon completion of the message transmission, obtain the names of the agency representatives and complete documentation on the back of the Emergency Notification Form (ENF).

NOTE:	Date and time do not need to be filled in on back of form if all parties were on line at the time of message transmission.

3.7 Inform the agencies of the following,

- This concludes message # _____.
- They will be receiving a Fax copy of this message shortly.
- Are there any questions about the message?

3.8 If question is outside of ENF information, do not answer question.

- Authenticate the request (if question is a return call).
- Have the request evaluated by the EOF Director.
- Document the question, answer, and the time the answer was transmitted in the Off-Site Agency Communicator's Logbook.

3.9 Fax the front page of the Emergency Notification Form (ENF) to the agencies per Enclosure 4.4 (Fax Instructions).

3.10 Repeat steps as needed to communicate other initial messages.

3.11 Provide copies of the Emergency Notification Form to the:

- All positions in the EOF Director area.
- Accident Assessment Group
- Dose Assessment Group
- Field Monitoring Coordinator
- Wall Folder (2 copies).

4. Follow-up Notification Transmission

NOTE:	Follow-up notifications are **not** required to be verbally transmitted. Follow-up messages may be faxed with phone verification of receipt. This applies only if the message does not involve a change in the emergency classification or the protective action recommendations or a termination of the emergency.

4.1 Verify that all sections have been completed and that the message has been approved.

4.2 Fax a copy of the form to the Off-Site Agencies per Enclosure 4.4 (Fax Instructions).

4.3 Call the Off-Site Agencies.

4.4 Verify all available parties are online and document this as the transmittal time.

4.5 Verify the each received the Notification Form via fax.

4.6 Ask if there are any questions.

If a question is outside of ENF information, do not answer question.

- Authenticate the request (if question is a return call) (callee gives number).
- Have the request evaluated by the EOF Director.
- Document the question, answer, and the time the answer was transmitted in the Off-Site Agency Communicator's Logbook.

4.7 Obtain the names of the agency representatives. Record the names on the back of the hard copy of the ENF.

4.8 Repeat the above steps as necessary to communicate other follow-up messages.

4.9 Provide hard copies of the Emergency Notification Form to:

- All positions in the EOF Director area.
- Accident Assessment Group
- Dose Assessment Group
- Field Monitoring Coordinator
- Wall Folder (2 copies).

1. The primary method of faxing the notification form is via the Electronic Notification Form Program.

If a problem is experienced with the Electronic Notification Form fax, send the Fax to the Agencies via one of the following methods: Simultaneously via AT&T Enhanced Fax Process or Individually via the Off-Site Communicator Fax Machine.

2. Simultaneously (AT&T Enhanced Fax Faxes Simultaneously to the Off-site Agencies)

_____ 2.1 Place the Notification form in the Off-site Communicator Fax machine.

_____ 2.2 Using the Fax telephone located next to the Off-site Communicator Fax machine perform the following:

- Press the pre-programmed button labeled **AT&T Broadcast Fax** (or Dial 1-800-232-9674).
- Press the pre-programmed button labeled **Subscriber ID** (or dial 5 3 0 9 1 2 8 #).
- Press the pre-programmed button labeled **Password** (or dial 4 8 6 6 6 3 5 2 #) (*Logging in, Please Wait…*).
- When Login is verified Successful, **Press 1** (to send a message).
- Press *** 5** (Recipient List).
- Press **#** (Own Private List).
- For Catawba Nuclear Station distribution Press **1 #**(List Name).
- For McGuire Nuclear Station distribution Press **2 #**(List Name).
- Press *** #** (No other Lists to add).
- Press **Start** on the Fax Machine.
- Hang up telephone. The AT&T Enhanced Fax Service will then fax the notification form to the Primary Off-site Agencies.

NOTE:	To receive messages from the Fax Service (i.e.: could not deliver a fax to specific location), refer to Section 5.

3. Individually (via fax machine to the Primary Agencies (WP/EOCs)

3.1 Fax the Notification Form individually using the Fax machine per the following list:

CATAWBA

	Press	Energy Quest	or dial	8-831-3415
	Press	Joint Information Ctr. (JIC)	or dial	8-382-0069
	Press	York Co. WP/EOC	or dial	1-803-324-7420
	Press	Gaston Co. WP/EOC	or dial	1-704-866-7623
	Press	Meck Warning Pt.	or dial	1-704-943-6189
	Press	S.C. WP/EOC	or dial	1-803-737-8575
	Press	N.C. WP/EOC	or dial	1-919-733-7554
	Press	TSC	or dial	1-803-831-3532

McGUIRE

	Press	MNS News Group	or dial	8-875-5602
	Press	Joint Information Ctr. (JIC)	or dial	382-0069
	Press	Lincoln County WP/EOC	or dial	1-704-732-9035
	Press	Iredell County WP/EOC	or dial	1-704-878-5354
	Press	Gaston Co. WP/EOC	or dial	1-704-866-7623
	Press	Meck Warning Pt.	or dial	1-704-943-6189
	Press	Catawba County WP/EOC	or dial	1-828-465-1220
	Press	Cabarrus County WP/EOC	or dial	1-704-784-1919
	Press	N.C. WP/EOC	or dial	1-919-733-7554
	Press	TSC	or dial	8-875-1954

4. Additional Fax Options/Instructions

4.1 To send a fax to multiple locations using the one touch dialing or direct dialing:

- Place the Fax you are transmitting face down into the Fax Machine.
- Press the pre-programmed one-touch speed dial numbers (i.e., Meck Co. WP/EOC, NC WP, etc.) that you want to receive the Fax.
- Press **Start**.

4.2 To send a Fax to a single location using one-touch dialing or direct dialing:

- Insert the document face down into the Fax and press the designated agency button labeled on the Fax Machine.
- Verify Fax was sent to the agencies via the Fax report(s). Resend as appropriate.

5. AT&T Enhanced Fax Message Retrieval

5.1 To Retrieve messages from the AT&T Enhanced Fax service, perform the following:

_____ 5.1.1 Place the Notification form in the Off-site Communicator Fax machine.

_____ 5.1.2 Using the Fax telephone located next to the Off-site Communicator Fax machine perform the following:

- Press the pre-programmed button labeled **AT&T Enhanced Fax** (or Dial 1-800-232-9674).
- Press the pre-programmed button labeled **Subscriber ID** (or dial 5 3 0 9 1 2 8 #).
- Press the pre-programmed button labeled **Password** (or dial 4 8 6 6 6 3 5 2 #) (*Logging in, Please Wait…*).
- When Login is verified Successful, **Press 2** (to receive a message).

This page is left intentionally blank.

1. Placing A Call

When providing Emergency Notification Form (ENF) information to the Off-Site Agencies, the Communicator should:

1.1 Ask a State or County Representative to provide a number from the Authentication Codeword list.

1.2 Then give them the code word corresponding with the number from Enclosure 4.5, "Message Authentication Code List."

1.3 Write the number and code word on the Emergency Notification Form (ENF) (Line 4).

2. Receiving A Call

When receiving a call from off site and the identity of the party calling is not known, you should:

2.1 Provide a number from Enclosure 4.5, "Message Authentication Code List," to the caller.

2.2 The caller will then provide the word corresponding with the number of the Authentication Code List.

2.3 Document in Communicator's Logbook.

RULE OF THUMB:

Callee gives the number

Caller gives the word

EMERGENCY NOTIFICATION

1. [A] THIS IS A DRILL [B] ACTUAL EMERGENCY [ ] INITIAL [ ] FOLLOW-UP MESSAGE NUMBER _____
2. SITE: _____ UNIT: _____ REPORTED BY: _____
3. TRANSMITTAL TIME/DATE: _____ (Eastern) ___/___/___ (mm/dd/yy) CONFIRMATION PHONE NUMBER: (704) 382-0724
4. AUTHENTICATION (If Required): _____ (Number) _____ (Codeword)
5. EMERGENCY CLASSIFICATION:
   [A] NOTIFICATION OF UNUSUAL EVENT [B] ALERT [C] SITE AREA EMERGENCY [D] GENERAL EMERGENCY
6. [A] Emergency Declaration At: [B] Termination At: TIME/DATE: _____ (Eastern) ___/___/___ (mm/dd/yy) (If B, go to item 16.)
7. EMERGENCY DESCRIPTION/REMARKS: _____
8. PLANT CONDITION: [A] IMPROVING [B] STABLE [C] DEGRADING
9. REACTOR STATUS: [A] SHUTDOWN: TIME/DATE: _____ (Eastern) ___/___/___ (mm/dd/yy) [B] _____ % POWER
10. EMERGENCY RELEASE(S):
    [A] NONE (Go to item 14.) [B] POTENTIAL (GO TO ITEM 14.) [C] IS OCCURRING [D] HAS OCCURRED

**11. TYPE OF RELEASE: [ ] ELEVATED [ ] GROUND LEVEL

[A] AIRBORNE: Started: _____ Time (Eastern) ___/___/___ Date Stopped: _____ Time (Eastern) ___/___/___ Date

[B] LIQUID: Started: _____ Time (Eastern) ___/___/___ Date Stopped: _____ Time (Eastern) ___/___/___ Date

**12. RELEASE MAGNITUDE: [ ] CURIES PER SEC. [ ] CURIES NORMAL OPERATING LIMITS: [ ] BELOW [ ] ABOVE

[A] NOBLE GASES _____ [B] IODINES _____

[C] PARTICULATES _____ [D] OTHER _____

**13. ESTIMATE OF PROJECTED OFFSITE DOSE: [ ] NEW [ ] UNCHANGED PROJECTION TIME: _____ (Eastern)

	TEDE mrem	Thyroid CDE mrem
SITE BOUNDARY	_____	_____
2 MILES	_____	_____
5 MILES	_____	_____
10 MILES	_____	_____

ESTIMATED DURATION: _____ HRS.

**14. METEOROLOGICAL DATA: [A] WIND DIRECTION (from) _____ ° [B] SPEED (mph) _____

[C] STABILITY CLASS _____ [D] PRECIPITATION (type) _____

15. RECOMMENDED PROTECTIVE ACTIONS:
    [A] NO RECOMMENDED PROTECTIVE ACTIONS
    [B] EVACUATE _____
    [C] SHELTER IN-PLACE _____
    [D] OTHER _____

16. APPROVED BY: _____ (Name) EOF Director (Title) TIME/DATE: _____ (Eastern) ___/___/___ (mm/dd/yy)

* If items 8-14 have not changed, only items 1-7 and 15-16 are required to be completed.
** Information may not be available on initial notifications.

GOVERNMENT AGENCIES NOTIFIED

Record the name, date, time and agencies notified:

1. (name)

(date) (time) (agency)

2. (name)

(date) (time) (agency)

3. (name)

(date) (time) (agency)

4. (name)

(date) (time) (agency)

5. (name)

(date) (time) (agency)

6. (name)

(date) (time) (agency)

7. (name)

(date) (time) (agency)

Enclosure 4.8

EOF Lead Off-Site Agency Communicator Duties

Lead Person:

- Sign in on the white board in the EOF Director's area as the "Off-site Agency Communicator". Also sign in and ensure that the other EOF off-site agency communicators have signed in on the white board in the off-site agency communicator's area.
- Ensure adequate staffing of Emergency Off-site Agency Communicators (EOACs).
- Ensure all the EOACs have a copy of and understand the correct procedure and that they know their duties.
- Ensure that the EOACs are fit for duty prior to taking turnover from the site.
- Keep the EOF Director informed of progress in preparing to take turnover from the site. Ensure that the EOF promptly get copies of each site-issued Emergency Notification Form.
- Be the chief interface with the EOF Director.
- Have one of the EOACs arrange for 24-hour EOAC coverage.
- Check with dose assessment early and often to ensure that they don't delay an ENF. (It can take them 10 minutes to calculate doses so be sure that they have a 15 -minute warning before we need their data. If they aren't comfortable with their data or if they run low on time, get the Radiological Assessment Manager involved at once -- **do not delay!**)
- Check with the News Group to coordinate ENF transmittals with their press conference schedule. Information should always be issued on an ENF before the News Group releases it. If requested, review and approve (signature required) news releases.
- Resolve any questions concerning procedure or actions (the Emergency Planner can help).
- Ensure that all messages (ENFs) are accurate, complete, and issued on time.
- Decide when to omit dose data on the ENF (in the interest of timeliness).
- Keep up with events as they unfold for potential inclusion on the ENF. Ensure that events (e.g. injuries, fires, intruders, etc.) are reported and that later ENF's follow-up on those events and report their resolution ("close the loop").
- Proofread the ENF prior to giving it to the EOF Director for approval. Give the EOF Director sufficient time to review/change the ENF.
- Work with the EOF Services group to fix any problems with the FAX machines, selective signaling, etc. Advise the EOF Director of these problems.
- Decide which ENFs will be FAXed only (vs read and FAXed).
- Take notes during the drill/event for topics that should be discussed in the critique. Participate in the critique.
- After the drill/event tell the primary EOAC what role was filled by each communicator and of any comments/questions concerning their action in the drill/event.

ENF Person:

- Start EOAC computer and log in to electronic ENF.

EOF Lead Off-Site Agency Communicator Duties

- Verify that all users can access electronic ENF.
- Synchronize the EOAC computer clock with the TSC time.
- Complete ENF section 1 either electronically or on paper (NOTE: ENF section 1, lines 3 and 4 are entered by the phone person).
- Work with Accident Assessment and Rad Assessment to complete their sections of the ENF.
- Have the lead EOAC and the EOF Director review the ENF when it is ready.
- Ensure SR/0/B/2000/003 (Activation of the Emergency Operations Facility), Enclosure 4.9 (EOF Off-Site Agency Communicator Checklist) is completed.
- Collect and turn in all appropriate documentation to Emergency Planning at the end of the drill/event.
- Use ENF software to FAX ENF to JIC.
- Ensure all ENF software users are working on the current ENF message.

Phone Person

- Get current authentication code word list.
- Call the TSC to advise them of the start of communications checks.
- Perform communications checks with all participating off-site agencies.
- Call all participating off-site agencies to begin process of communicating each ENF.
- Have this communication authenticated by one of the off-site agencies.
- Complete ENF section 1, lines 3 and 4, and then print the ENF.
- Communicate ENF contents to off-site agencies (by FAX and/or voice).
- Verify that all off-site agencies received each ENF (and get name of individual recipient).
- Handle all questions from the off-site agencies.
- Sign off completed task of procedure.

Floater

- Assist and provide brief relief to Phone, Lead and ENF persons as needed.
- Copy and distribute each ENF promptly.
- Use FAX machine to transmit ENFs.
- Get EOF Director to sign the hard copy of each ENF that the EOF prepared using the electronic ENF.
- Update the EOF Director's Area and the EOAC status boards with the next message due number and time each time an ENF is completed. (This applies to all ENFs regardless of site or origination - Control Room, TSC, and EOF).

The first EOACs to arrive at the EOF should promptly perform each of the "Immediate Actions" listed in SR/0/B/2000/004 regardless of which role they expect to perform.